



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PERSONNEL SPECIALIST

\$2,516 - \$3,933

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

MULTIPLE POSITIONS

RESPONSIBILITIES: Under the general supervision of the Personnel Supervisor I, the incumbent will perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, procedures, and bargaining contracts to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline oriented position, have good verbal and written communication skills, and be customer service oriented.

DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of transactions and strong interpersonal skills;
- Ability to handle multiple priorities and a wide range of duties;
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Possess the ability to resolve complex problems over the telephone;
- Experience in working with HRIS Attendance Reporting System or possess the ability to learn and perform retrieval duties on an online computer system; and,
- Good computer skills with a working knowledge of Microsoft Office software.

WHO MAY APPLY: Applications will be accepted from current state employees at the Personnel Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Olivia Trejo, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Personnel Specialist #191-1303-HRM" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3310.

FINAL FILING DATE: JUNE 25, 2007 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
